

Message Text

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ACTION OC-06

INFO OCT-01 NEA-10 ISO-00 MMO-04 SS-15 SP-02 PER-03 ABF-01

NSC-05 OMB-01 CCO-00 SIG-02 /050 W

-----131215Z 028778 /22

R 130900Z JAN 77

FM AMEMBASSY SANA

TO SECSTATE WASHDC 094

UNCLAS SANA 0161

ASIG FOR MR. BLACKBURN

E.O. 11652: N/A

TAGS: ACOM, APER, AFSP, ASIG, YE

SUBJECT: REQUEST FOR APPROVAL OF SECOND C&R POSITION

REFERENCE: A) STATE 254503; B) SANA 2330; C) STATE AIRGRAM A-5835

BEGIN SUMMARY: THE POST HAS HAD A NEED FOR AND THE INSPECTOR HAVE RECENTLY GIVEN TENTATIVE CONCURRENCE FOR A SECOND C&R POSITION IN ORDER TO PROVIDE THE SERVICES REQUIRED BY ALL AGENCIES WHICH ARE GROWING AT A RAPID RATE IN SANA. END SUMMARY.

1. WORKLOAD

THE ONE C & R PERSON GIVES COMMUNICATION SUPPORT 127 AMERICAN DIRECT HIRE AND CONTRACT POSITIONS. OF THESE POSITIONS, 15 ARE EMBASSY; 2 USIS; 53 USAID (28 PRESENTLY FILLED); 2 DAO; 6 MARINE SECURITY GUARDS; 49 PEACE CORPS (2 STAFF, 47 PCV'S). TO DATE THIS YEAR, SANA HAS PROCESSED (SEE FS-472 REPORTS FOR 1976):

	INCOMING		OUTGOING	
	MSGs	GPS	MSGs	GPS
1ST QTR	1891	990,579	1148	264,497
2ND QTR	2240	1,233,870	1225	227,010
3RD QTR	2493	1,387,728	1271	213,097
AVERAGE PER MONTH	736	401,353	404	78,289

2. PROJECTED INCREASE

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DURING OCTOBER 942 MESSAGES, 504,212 GROUPS INCOMING AND 454 MESSAGES, 93,190 GROUPS OUTGOING WERE PROCESSED, AN INCREASE OF SLIGHTLY OVER 8 PERCENT OF THE MONTHLY AVERAGE FOR THE YEAR. THIS INCREASE IS EXPECTED TO NOT ONLY CONTINUE BUT ACCELEARTHE. THE DEFENSE ATTACHE OFFICE HAS APPROVED, BUT NOT YET ON BOARD, SLOTS FOR TWO AMERICANS AND ONE LOCAL HIRE. THE LOCAL HIRE IS INCLUDED IN THIS REPORT SINCE HE WILL BE

SENDING "RECEIPT" REPORTS TELEGRAPHICALLY, THEREBY INCREASING THE WORKLOAD. PEACE CORPS HAS ONE ADDITIONAL STAFF POSITION APPROVED. USAID HOPES TO FILL AT LEAST 16 POSITIONS THAT HAVE BEEN APPROVED BUT STILL UNFILLED. THE EMBASSY HAS APPROVAL FOR ONE MORE POSITION WITH THAT PERSON ARRIVING IN DECEMBER, THUS A 15 PERCENT INCREASE IN PERSONNEL IS EXPECTED WITHIN THE NEXT YEAR. THE WORKLOAD WILL PROBABLY INCREASE BY AT LEAST THAT AMOUNT AND WITH NEW DAO ACTIVITIES THE PERCENTAGE OF INCREASE COULD BE MUCH GREATER. THE EMBASSY HAS REQUESTED SEVERAL OTHER NEW U.S. AND LOCAL POSITIONS TO HANDLE INCREASED ADMINISTRATIVE AND ECONOMIC WORKLOADS.

3. FACTORS AFFECTING WORKLOAD

IN ADDITION THERE ARE SEVERAL INTANGIBLES THAT AFFECT THE EXPEDIENTIOUS PERFORMANCE OF THE JOB WHICH AT PRESENT AVERAGES 16-20 HOURS OF OVERTIME A PAY PERIOD FOR THE HIGHLY EFFICIENT INCUMBENT.

A) THE MAIL AND POUCH ROOM IS LOCATED APPROXIMATELY ONE CITY BLOCK FROM THE C&R OFFICER. IN ORDER TO SUPERVISE THIS PART OF THE OPERATION IT IS NECESSARY TO BE AWAY FROM THE OFFICE A CONSIDERABLE LENGTH OF TIME.

B) BECAUSE OF SOMEWHAT ERRATIC AIRLINE ARRIVALS IT IS DIFFICULT TO PLAN AHEAD FOR SUPERVISING THE OPENING OF UNCLASSIFIED POUCHES. SINCE PERSONAL MAIL HAS A HIGH MORALE IMPACT HERE, IT IS NECESSARY FOR TELEGRAPHIC OPERATIONS TO BE MORE OR LESS SUSPENDED UNTIL THE POUCHES ARE OPENED AND DISTRIBUTED.

C) A RATHER UNRELIABLE TELEPHONE SYSTEM MAKES IT NECESSARY TO VISIT AN OFFICE WHERE NORMALLY THE BUSINESS COULD BE DONE BY PHONE.

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D) SINCE THE EMBASSY WEEKEND IS THURSDAY AND FRIDAY, BOTH WORKDAYS IN THE DEPARTMENT, IT IS NECESSARY TO PROCESS TRAFFIC ON AT LEAST ONE OF THESE DAYS.

E) THE POST DOES NOT HAVE AN ADEQUATE BACK-UP POSITION, AND THE WORKLOAD AND EXTRA OVERTIME REQUIRED FALLS ON ONE PERSON. THE ADMINISTRATIVE OFFICER AND THE DCM'S SECRETARY HAVE BEEN DESIGNATED BACK UP FOR THE C&R POSITION. BOTH ARE TOO BUSY IN THEIR OWN JOBS TO TAKE ON ADDITIONAL DUTIES, NOR ARE THEY SUFFICIENTLY TRAINED OR PROFICIENT TO PERFORM C&R FUNCTIONS DURING SICK TIME OR AN OCCASIONAL DAY LEAVE THAT IS TOO SHORT TO BE COVERED BY A TDY PERSON. THIS MEANS THE INCUMBENT MUST INVARIABLY WORK A SIX DAY WEEK AND CAN TAKE NO LEAVE WITHOUT EXPENSIVE TDY PERSONNEL COMING TO THE POST.

IT IS HOPED THE ABOVE FACTORS WILL BE FAVORABLY CONSIDERED AND A SECOND COMMUNICATIONS AND RECORDS PERSON BE APPROVED WITH ARRIVAL ASAP OF THE NEW EMPLOYEE.

SCOTES

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Message Attributes

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Disposition Approved on Date:
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Disposition Comment:
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Disposition Event:
Disposition History: n/a
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Enclosure: n/a
Executive Order: N/A
Errors: N/A
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